

## **APPENDIX 4 E**

### **ANNEXE B POLICY RELATING TO THE WORKING PRACTICE OF A CURRICULUM AREA CO-ORDINATOR (SPECIAL) (in addition to the class teacher role)**

*(This does not form part of the contract of employment)*

In addition to the requirements of a class teacher, areas of responsibility and key tasks:

**A. Strategic direction and development of the curricular area** - with the support of, and under the direction of, the headteacher and senior leadership team to:

- develop and implement policies and practices which reflect the school's commitment to high achievement through effective teaching and learning;
- motivate and support other staff and encourage a shared understanding of the contribution the curricular can make all aspects of pupils' lives;
- use relevant school, local and national data to inform targets for development and further improvement for individuals and groups of pupils;
- develop plans for the curricular area which identify clear targets, times-scales and success criteria for its development and/or maintenance in line with the school development plan;
- monitor progress and evaluate the effects on teaching and learning by working alongside colleagues, analysing work and outcomes.

**B. Teaching and learning- to:**

- use your own practice as an example of high quality teaching and learning in the curricular area;
- ensure continuity and progression in the curricular area by supporting colleagues in choosing the appropriate sequence of teaching and teaching methods and setting clear learning objectives through an agreed scheme of work, developed in line with the school development plan;
- establish clear targets for achievement in the curricular area and evaluate progress through the use of appropriate assessments and records and

regular yearly analysis of this data

- evaluate the teaching of the curricular area by the monitoring of teachers' plans and through work analysis, identify effective practice and areas for improvement, and take appropriate action to improve further the quality of teaching;
- develop effective links with the local community including parents, business and industry;
- ensure that teachers are aware of the implications of equality of opportunity which the curricular area raises;

**C. Leading and managing staff - to:**

- enable all teachers to achieve expertise in planning for and teaching the curricular area through example, support and by leading or providing high quality professional development opportunities;
- ensure that the headteacher, school leadership team and governors are well informed about policies, plans, priorities and targets for the curricular area and that these are properly incorporated into the school development plan.

**D. Effective deployment of resources - to:**

- support the headteacher by maintaining efficient and effective management and organisation of learning resources, by developing or identifying new resources including ICT applications to the curricular area;
- be aware of and respond appropriately to any health and safety issues raised by materials, practice or accommodation related to the curricular area;
- support the headteacher by maintaining efficient and effective management of the expenditure for the curricular area;
- help colleagues to create a stimulating learning environment for the teaching and learning of the curricular area.

- to promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact with during the course of your duties and responsibilities. Your conduct must at all times be in accordance with the school's policies and procedures
- to report any causes for concern relating to the welfare and safety of children to the designated person, and the headteacher, or if unavailable the designated safeguarding governor or a member of the senior leadership team
- to attend safeguarding training as required by the school and maintain your knowledge and understanding of your responsibility for safeguarding children in this school